

Attachment A – Summary of Proposed Changes

- **Program Goals Updated:** Program goals were rephrased from a numbered list to themed principles (e.g. *Cultural Enrichment, Artistic Variety, Quality and Relevance*, etc.), to reflect a broader vision and clearer criteria for artwork selection.
- **Manual Restructuring & Section Removal:** Eliminated the **Frequently Asked Questions** section (previously in the 2023 edition) to streamline the document. Content is reorganized for clarity – for example, the *PAAC Subcommittee* responsibilities now immediately follow the PAAC section (ahead of staff roles), and lengthy narrative descriptions were condensed into bullet points or headings. Redundant text was removed, and sections like **How to Request Public Art** were tightened to avoid duplicating information present elsewhere.
- **Public Art Request Procedure Clarified:** The process for initiating community art projects is now laid out step-by-step. Requestors must first contact the Office of Community Development, then present the proposal to the Public Art Advisory Committee (PAAC) with specifics (community need, site, theme, funding sources, etc.), followed by PAAC evaluation against defined criteria. The manual explicitly adds that projects in Community Redevelopment Areas require review by the Neighborhood Advisory Committee and Community Redevelopment Agency before proceeding. Final approval by the Board of County Commissioners is clearly emphasized for all community-initiated projects (this was assumed in the old manual but is now formally documented).
- **Martin Murals Program – New Guidelines & Requirements:** The 2025–2026 manual reorganizes the Martin Murals guidelines under clear headings (Eligibility, Mural Placement, Maintenance Agreement, Non-Commercial Nature, Funding Distribution, Project Timeline, Pre-Application Meeting) instead of a simple list. Key additions include a **project timeline extension** clause (if a mural isn't completed within one year, funding may be reallocated *unless* an extension is granted by AIPP staff – the previous manual had no extension allowance). It also now specifies that final payment (70% of funds) is contingent on a **final inspection and approval** by AIPP program staff upon completion of the mural. Additionally, applicants are now required to schedule a **pre-application meeting** with AIPP staff before applying, with the manual outlining this meeting's purpose (to discuss site, design, and ensure all requirements are understood) – a step that was not explicitly detailed in the 2023 edition.
- **Eligibility Criteria Refined:** The new manual clarifies and narrows eligibility in certain areas. For the Martin Murals Program, it specifies that “*all artists as defined in the Art in Public Places Ordinance No. 1103*” and **private non-residential property owners** in Martin County are eligible to apply, with funds available on a first-come basis up to \$7,500 per project. The previous manual simply stated that applications would be accepted from “anyone” in the community, effectively allowing broader participation; the revised language ensures that mural projects involve qualified artists and excludes residential properties from funding. (All other general artist eligibility requirements – such as public art projects being open to professional artists – remain in place.)
- **Timeline Updates:** The 2025–2026 manual update standardizes timelines for artist selection processes: formal Calls to Artists and open project proposals must be advertised for a **minimum**

of 45 days, providing a clear timeframe (the previous manual only required “adequate notice...for a reasonable time” with no specific duration). These changes ensure more predictable funding and transparency in the project solicitation schedule.

- **Forms & Documentation Changes:** Several forms in the manual have been added or modified to support the new procedures. A **Public Art Project Proposal Form** is introduced (for proposing new public art projects) and was not part of the 2023 manual. The manual now also includes the **Martin Murals Program Application** form (making it accessible within the document, whereas previously it was only referenced). In contrast, forms that are no longer needed in print have been removed – for example, the template for a “Call to Artists” and the **Pre-Qualified Artist Pool Application Form** are omitted (since artist calls and pool applications are now handled via the established online process). Some existing forms were renamed for clarity: the “**Artwork Management and Catalogue Form**” is now simply “**Artwork Catalogue Form**”, the “**Applicant Artist Submission List**” is now labeled “**Applicant Artist Submission Checklist**”, and the “**Subcommittee Members**” form is revised as a “**Subcommittee Contact Form**”. These adjustments remove redundancy and ensure the forms reflect current application practices (for instance, emphasizing a checklist format for artist submissions and capturing subcommittee contact information). Additionally, artists submitting to AIPP opportunities must now complete a new **conflict-of-interest disclosure** as part of their submission checklist – they must declare any personal or professional relationships with County officials or advisory board members, a requirement not outlined in the previous edition.
- **Transparency and Compliance Measures:** The updated manual places greater emphasis on ethics and public transparency in the AIPP process. It adds explicit directives for PAAC members and subcommittee members to **adhere to Florida’s Sunshine Law** – instructing that they must not discuss public art project business with each other outside of noticed public meetings (communications that were not explicitly addressed in the prior manual). It also spells out conflict-of-interest rules: members are reminded to declare any conflicts or apparent conflicts regarding artist applicants, to refrain from self-dealing (e.g., a subcommittee member may not propose their own artwork or services), and not to engage with potential artists about project details until after final selections. While many of these practices were followed as standard procedure, the 2025–2026 manual formally documents them for the first time, strengthening the program’s governance and ensuring all participants clearly understand these legal and ethical obligations.